ExpenseChec

November 1984
T-150

Communique

The corporate advisory for cost-effective business travel.

B7400-1

A Tough Answer To The Frequent Flyer Question

Many of you have wrestled with the dilemma of the frequent flyer bonus programs and the problems they create:

> Though the company purchases the airline ticket, the bonus mileage is credited to the individual traveler.
>
> Employees may use airlines in whose bonus plans they are enrolled and ignore better fares offered by competitors to the same destination.
>
> Employees may fly circuitous routes to qualify for additional bonuses, costing the company time and money.

If you are serious about controlling the frequent flyer problems and re-directing the bonus credits to your company, read the following article. It's reproduced with permission from a new magazine, titled Corporate Travel, published by Gralla Publications, 1515 Broadway, N.Y., N.Y., 10036.

Talk to your travel agency about implementing a similar plan for your company. Or, you might consider setting up such a program internally, using your own staff to administer it.

Trendlines

November traveler activity levels decreased, as indicated by the 7.9% dip in dine-alone Meals and the 13.8% drop in Lodging nights. This resulted in a 9.1% decline in the traveler spending rate for the month.

With the exception of Miscellaneous expenses (+0.6%), spending was down across the board. Expenditures for Lodging (-14.8%), Public Transportation (-11.8%), Entertainment (-9.7%) and Meals (-9.1%) were off significantly. Smaller decreases were registered in Postage & Supplies (-2.4%), Tel & Tel (-2.2%) and Car Rental (-1.2%).

Year to date, Total Travel Expenses are up by 4.5% over 1983 levels. The increase in the Consumer Price Index over that same period is 3.9%.

Corporate Travel
A GRALLA PUBLICATION
NEWS AND IDEAS FOR BUSINESS TRAVEL MANAGEMENT
NOVEMBER 1984
PREVIEW ISSUE

Clipping The Wings Of Frequent Flyers:

Agency System Tracks Bonuses; Cuts Clients' Air Costs 3-10%

By Jim Rauter, contributing editor

New York City—The scenario is becoming increasingly familiar: An executive must travel from New York to Tampa on a typical business trip. For $99, he could fly Eastern direct. But instead, he instructs his travel agent to book American Airlines through Dallas. He's a member of American's frequent flyer program and could use the extra mileage points. The fare is a whopping $420 but who cares; the company's picking up the tab.

Actions such as these among business travelers are causing major headaches for corporate travel managers. Not only are employees taking longer, more expensive and unnecessary trips, but their companies are being denied the frequent travel credits earned on company money.

Recognizing the dilemma, a number of travel agencies are offering their clients ways to recoup travel bonuses. One such agency is City Travel, a Woodside affiliate based in New York City.

This one-time travel department for Citibank, which became an independent agency four years ago, is now helping a handful of its 150 corporate clients shave three-to-10 percent off their travel budgets. There's nothing radical or secret about the agency's approach. It simply recommends that clients require all traveling employees to sign over frequent travel awards.

To start the program, all employees are re-enrolled in the airlines' bonus plans. Because carriers require travelers to use their home addresses (in an effort to keep the awards out of corporate hands), employees are enrolled with a post office box number. Then the agency simply collects the mileage statements. It can monitor how many credits the company has earned and identify any employees who might be "stealing" mileage credits. When it's time to redeem a travel award, the employee signs the award form and the company realizes the benefits.

Though it sounds like a strong-arm approach, City Travel president Vince Vitti prefers to think of it as a simple matter of policy.

"All the company has to do is make a policy statement that points earned on business travel are the property of the company," he explained. "The company then sends its employees the completed application , has them sign it and sends it back to the airline. If employees don't want to sign, they're breaking corporate policy."

The post office box is the key, Vitti maintained. "You've got to keep the mail away from the travelers. Your primary control measure is that you get those statements directly," he said.

City Travel usually handles the post office box number itself, files statements by traveler and compiles reports every three or four months on the program's progress. The program is easy to monitor because the agency has records of all ticket bookings as well as the statements. A simple com-

(Continued on facing page)

"All the company has to do is make a policy statement that points earned on business travel are the property of the company. If employees don't want to sign program applications, they're breaking corporate policy."

(Continued from facing page)
parison of bookings to statements will identify any "cheaters."

Some airline programs are easier to use than others, Vitti noted. American's AAdvantage, for example, is automated so that once a reservation is made with an AAdvantage number, the mileage is credited electronically. Other programs, such as United's and Pan Am's, require the traveler to turn in a bonus travel coupon upon check-in. To earn credits on these airlines, travelers must have a supply of the coupons and actively use them.

For one client, City Travel goes through the somewhat laborious process of attaching coupons to tickets before they're delivered. While this gives the agency complete control, travelers often lose credits if they have to make a mid-trip itinerary change. For other clients using the program, the agency just makes sure travelers are well stocked with coupons and understand how the systems work.

Battles Animosity

Naturally, employees don't like losing their benefits. To offset potential animosity, Vitti recommends that travel awards be redeemed by the employee who earned them for future business trips or at least be kept within that employee's department. "Then the savings are reflected in the department's budget," Vitti explained.

Ten City Travel clients are currently using the system. Only one has done a careful study of actual savings. The results came in just under four percent savings on an annual air budget of approximately $1.5 million. Vitti feels this client did not realize the maximum potential savings because he frequently uses Piedmont and USAir, which do not offer travel bonus programs.

In addition, he points out that actual savings are impossible to measure because the program eliminates many unnecessary trips. "Any company that threw its credits away by saying 'No one may use frequent travel plans on business trips,' would save five percent a year," Vitti maintained. "You don't get the credits, but at the same time, you don't get the abuses."

But, he added, there's no reason to throw them away when they're so easy to utilize. In fact, City Travel is so sure about its program that the agency is willing to buy frequent travel credits from its clients. "If they set the policy and get employees to turn in their points, we'll buy the points because the market is real," Vitti said.

To promote the potential cost savings to clients, City Travel has come up with two theoretical models for a company that spends $100,000 annually on air travel. The models are based on round-trip travel out of New York to five major cities. The $100,000 budget was broken down among five carriers based on the proportion of business City Travel receives for those carriers.

"The minimum savings in the worst case scenario is 3.4 percent, which is far higher than the average rebate being received by even the largest corporation."

Can Recoup 100% Of Credit

In the most optimistic scenario, the company is able to recoup 100 percent of all frequent travel credits earned by employees. *(See accompanying chart, Case A.)*

With City Travel's distribution of airline volume, the company would

(Continued on page 50)

Frequent Flyer Savings

Full-Year

Annual Air Expenses	Case B Minimum Award	Case A Maximum Award
$ 100,000	$ 3,482	$ 10,306
$ 300,000	$ 10,446	$ 30,918
$ 500,000	$ 17,410	$ 51,530
$1,000,000	$ 34,820	$103,060
$3,000,000	$104,460	$309,180

Savings are based on redemption of frequent flyer awards for discounted or free coach travel. In Case 'B', company redeems 65 percent of all frequent travel points for a 3.5 percent savings off annual air expenses. In Case 'A', company redeems 100 percent off all frequent travel points for a 10.3 percent savings.

(Continued from page 27)

earn three free tickets on Eastern, three free tickets on American, two 75 percent discounts and one 50 percent discount on TWA, a free first-class ticket and a free upgrade on United, and one free ticket on Delta. Total savings amount to 10.3 percent.

In the "worst case" scenario, the company is only able to use 65 percent of its employee-earned credits. The other 35 percent were earned by employees who didn't travel frequently enough to win any travel awards, Vitti explained.

Even so, savings came out to be 3.4 percent, or $3,482 off annual air expenses of $100,000. *(See accompanying chart, Case B, page 25.)*

"In the worst case, we assumed that the airline programs would end after a 12-month period," Vitti said. "But because most programs have no time limit for claiming awards, everyone in effect becomes a frequent traveler" and has potential to save the company money.

Larger Budgets Save More

Naturally, savings are multiplied for companies with larger travel budgets. But at the same time, travel becomes more complex, and no companies are going to follow the exact patterns mapped out in the City Travel models.

Nevertheless, Vitti maintained that savings gained from this approach makes more sense than agency rebating. "The minimum savings in the worst case scenario is 3.4 percent, which is far higher than the average rebate being received by even the largest corporation," he said.

What's more, the program makes travel managers look good—at least to the corporate brass. "You can gain control of your frequent travel credits, impress your boss...and be hated by everyone else in the company," Vitti noted, only half-jokingly. "Then you might end up hating the travel agent who gave you the idea."

There's still much reluctance among companies to implement this type of program, sometimes because top executives enjoy the frequent travel bonuses just as much as regular employees.

Though similar programs are being run by other agencies, Vitti estimated that 98 percent of all business travelers claim bonuses for their own use. "I know very few companies that have a policy on travel credits either way," he said.

Airlines Maintain Public Stance

And what do the airlines think of City Travel's plan? Vitti said he's shown his frequent travel proposal to airline execs and they acknowledge the logic of it. But publicly, the airlines continue to maintain that if corporations begin to use bonuses for business travel, the carriers will stop the bonus programs.

"That's the airlines' challenge and they've made it difficult for companies to get the credits," Vitti observed. "But if a corporation tells employees to hand over the points, those employees have to do it. We help companies stretch their travel budgets and save money. If the airlines don't like it, well, that's what we do."

Frequent Flyer Savings Case A

Airline	Mileage Earned	Number Of Awards	Award Type	Savings
Eastern	110,000	3	Free Coach	$1,698
American	140,286	3	Free Coach	$2,910
TWA	110,522	2	75% Discount	
		1	50% Discount	$4,085
United	65,934	1	Free First Class	$970
			Free Upgrade	$216
Delta	44 Segments	1	Free Coach	$424
			Total Savings:	$10,306

Savings are for a company with $100,000 in annual air expenses that redeems 100 percent of all frequent travel credits earned by employees. Savings are based on round-trip fares between New York and Houston (Eastern), San Francisco (American), London (TWA), Los Angeles (United), Atlanta (Delta).

Frequent Flyer Savings Case B

Airline	Mileage Earned	Number Of Awards	Award Type	Savings
Eastern	71,500	3	25% Discount	$443
American	91,185	4	25%	$754
TWA	71,839	2	25%	
		1	50%	$1,802
United	42,852	2	25%	$377
Delta	28 Segments	1	25%	$106
			Total Savings:	$3,482

Savings are for a company with $100,000 in annual air expenses that redeems 65 percent of all frequent travel credits earned by employees. Savings are based on round-trip coach fares between New York and Houston (Eastern), San Francisco (American), London (TWA), Los Angeles (United), Atlanta (Delta).

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
National

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES				
Meals	$ 80.29	$	$ 87.02	$
Lodging	128.88		137.47	
Public Transportation	166.05		168.17	
Car Rental	26.66		26.00	
Telephone & Telegraph	74.03		78.58	
Postage & Supplies	31.57		30.37	
Entertainment	60.84		61.33	
Miscellaneous	46.22		45.42	
TOTAL TRAVEL EXPENSES	$ 614.54	$	$ 634.36	$

MEAL ANALYSIS				
Average Number Per Traveler Month	10.5		11.5	
Average Cost Per Meal -	$ 7.67	$	$ 7.56	$
LODGING ANALYSIS				
Average Number Per Traveler Month	2.5		2.7	
Average Cost Per Night -	$ 51.19	$	$ 50.31	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
National

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES				
Meals	DOWN 9.1 %	%	DOWN 8.1 %	%
Lodging	DOWN 14.8		UP 8.7	
Public Transportation	DOWN 11.8		UP 8.7	
Car Rental	DOWN 1.2		DOWN 13.6	
Telephone & Telegraph	DOWN 2.2		UP 17.4	
Postage & Supplies	DOWN 2.4		UP 11.9	
Entertainment	DOWN 9.7		DOWN 3.9	
Miscellaneous	UP 0.6		UP 5.3	
TOTAL TRAVEL EXPENSES	DOWN 9.1 %	%	UP 4.5 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 7.9 %	%	DOWN 10.9 %	%
Average Cost Per Meal -	DOWN 1.3 %	%	UP 2.7 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 13.8 %	%	DOWN 3.6 %	%
Average Cost Per Night -	DOWN 2.9 %	%	UP 12.0 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

2 B74001

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Chemical

	AVERAGE $ PER TRAVELER MONTH			
	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES				
Meals	$ 143.64	$	$ 134.97	$
Lodging	253.87		238.84	
Public Transportation	545.81		476.97	
Car Rental	68.35		62.84	
Telephone & Telegraph	43.56		41.94	
Postage & Supplies	21.40		11.42	
Entertainment	341.30		292.65	
Miscellaneous	136.13		87.42	
TOTAL TRAVEL EXPENSES	$ 1554.06	$	$ 1347.05	$

MEAL ANALYSIS				
Average Number Per Traveler Month	18.3		17.8	
Average Cost Per Meal -	$ 7.85	$	$ 7.57	$
LODGING ANALYSIS				
Average Number Per Traveler Month	4.4		4.4	
Average Cost Per Night -	$ 57.56	$	$ 54.38	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Chemical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES				
Meals	UP 1.6 %	%	DOWN 22.5 %	%
Lodging	UP 1.1		UP 40.3	
Public Transportation	UP 13.5		UP 65.6	
Car Rental	UP 32.7		UP 64.2	
Telephone & Telegraph	UP 3.7		DOWN 19.3	
Postage & Supplies	UP 115.7		UP 94.9	
Entertainment	UP 5.3		UP 104.5	
Miscellaneous	UP 60.9		UP 75.9	
TOTAL TRAVEL EXPENSES	UP 12.1 %	%	UP 46.2 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 3.7 %	%	DOWN 20.5 %	%
Average Cost Per Meal -	UP 5.5 %	%	DOWN 2.6 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 2.2 %	%	UP 18.9 %	%
Average Cost Per Night -	UP 3.0 %	%	UP 19.7 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

B7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Consumer Products

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES				
Meals	$ 86.90	$	$ 93.97	$
Lodging	170.22		181.17	
Public Transportation	252.42		189.25	
Car Rental	27.78		23.59	
Telephone & Telegraph	131.59		125.81	
Postage & Supplies	55.52		49.46	
Entertainment	102.54		89.57	
Miscellaneous	57.84		47.84	
TOTAL TRAVEL EXPENSES	$ 884.81	$	$ 800.66	$

MEAL ANALYSIS				
Average Number Per Traveler Month	12.3		13.6	
Average Cost Per Meal -	$ 7.05	$	$ 6.93	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.1		3.5	
Average Cost Per Night -	$ 55.74	$	$ 52.36	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Consumer Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES				
Meals	DOWN 13.6 %	%	UP 6.5 %	%
Lodging	DOWN 17.4		UP 14.5	
Public Transportation	UP 27.9		UP 15.1	
Car Rental	UP 29.8		UP 46.8	
Telephone & Telegraph	DOWN 2.8		UP 11.3	
Postage & Supplies	UP 7.1		UP 12.4	
Entertainment	UP 14.4		UP 13.6	
Miscellaneous	UP 13.6		UP 8.5	
TOTAL TRAVEL EXPENSES	UP 3.7 %	%	UP 13.3 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 14.0 %	%	UP 2.3 %	%
Average Cost Per Meal -	UP 0.1 %	%	UP 4.5 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 16.2 %	%	UP 20.7 %	%
Average Cost Per Night -	UP 1.2 %	%	DOWN 4.8 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

4

B 7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Health and Beauty

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES				
Meals	$ 91.42	$	$ 94.43	$
Lodging	208.33		219.53	
Public Transportation	329.42		294.79	
Car Rental	49.34		48.68	
Telephone & Telegraph	144.47		145.39	
Postage & Supplies	30.55		29.38	
Entertainment	106.85		96.74	
Miscellaneous	57.10		59.87	
TOTAL TRAVEL EXPENSES	$ 1017.48	$	$ 988.81	$

MEAL ANALYSIS				
Average Number Per Traveler Month	12.9		13.4	
Average Cost Per Meal -	$ 7.11	$	$ 7.03	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.7		4.0	
Average Cost Per Night -	$ 56.90	$	$ 55.32	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Health and Beauty

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES Meals	DOWN 10.7 %	%	UP 4.3 %	%
Lodging	DOWN 16.8		UP 7.9	
Public Transportation	UP 3.4		DOWN 0.9	
Car Rental	DOWN 9.1		DOWN 8.3	
Telephone & Telegraph	DOWN 6.6		UP 0.5	
Postage & Supplies	DOWN 4.3		UP 8.5	
Entertainment	UP 17.2		UP 5.2	
Miscellaneous	DOWN 13.1		DOWN 1.5	
TOTAL TRAVEL EXPENSES	DOWN 4.8 %	%	UP 2.1 %	%

MEAL ANALYSIS Average Number Per Traveler Month	DOWN 10.4 %	%	UP 1.5 %	%
Average Cost Per Meal -	DOWN 0.3 %	%	UP 2.3 %	%
LODGING ANALYSIS Average Number Per Traveler Month	DOWN - 14.0 %	%	UP 2.6 %	%
Average Cost Per Night -	DOWN 1.9 %	%	UP 7.0 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

B7400-1

5

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Insurance

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES				
Meals	$ 49.96	$	$ 53.21	$
Lodging	65.41		75.66	
Public Transportation	150.80		118.86	
Car Rental	52.01		65.52	
Telephone & Telegraph	1.03		1.59	
Postage & Supplies	0		.07	
Entertainment	41.94		47.81	
Miscellaneous	9.67		11.73	
TOTAL TRAVEL EXPENSES	$ 370.82	$	$ 374.45	$

MEAL ANALYSIS				
Average Number Per Traveler Month	6.0		6.8	
Average Cost Per Meal -	$ 8.31	$	$ 7.77	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.2		1.4	
Average Cost Per Night -	$ 54.75	$	$ 52.46	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Insurance

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES				
Meals	DOWN 4.3 %	%	UP 10.3 %	%
Lodging	DOWN 28.8		UP 7.6	
Public Transportation	UP 31.6		DOWN 4.4	
Car Rental	DOWN 17.1		DOWN 2.5	
Telephone & Telegraph	DOWN 27.0		DOWN 50.3	
Postage & Supplies	N/A		DOWN 94.7	
Entertainment	DOWN 15.9		DOWN 13.8	
Miscellaneous	DOWN 1.8		UP 4.0	
TOTAL TRAVEL EXPENSES	DOWN 3.1 %	%	DOWN 1.8 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 7.7 %	%	UP 6.3 %	%
Average Cost Per Meal -	UP 3.2 %	%	UP 3.6 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 25.0 %	%	NO CHANGE %	%
Average Cost Per Night -	DOWN 6.2 %	%	UP 3.1 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

B7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Medical Products

AVERAGE $ PER TRAVELER MONTH

PERIOD COVERED	Current Month	Your Company Costs	Year To Date	Your Company Costs
	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES				
Meals	$ 105.70	$	$ 106.44	$
Lodging	186.93		186.54	
Public Transportation	223.15		233.39	
Car Rental	31.51		26.07	
Telephone & Telegraph	194.62		196.14	
Postage & Supplies	29.17		27.73	
Entertainment	85.00		77.79	
Miscellaneous	60.94		58.05	
TOTAL TRAVEL EXPENSES	$ 917.02	$	$ 912.15	$

MEAL ANALYSIS				
Average Number Per Traveler Month	17.5		17.8	
Average Cost Per Meal -	$ 6.03	$	$ 5.96	$
LODGING ANALYSIS				
Average Number Per Traveler Month	3.5		3.5	
Average Cost Per Night -	$ 53.45	$	$ 52.74	$

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Medical Products

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES				
Meals	DOWN 4.2 %	%	DOWN 1.6 %	%
Lodging	DOWN 13.6		UP 5.8	
Public Transportation	DOWN 4.4		UP 0.8	
Car Rental	UP 12.4		DOWN 10.0	
Telephone & Telegraph	UP 0.9		UP 17.9	
Postage & Supplies	UP 5.9		DOWN 5.0	
Entertainment	DOWN 4.0		DOWN 8.7	
Miscellaneous	DOWN 12.6		DOWN 10.6	
TOTAL TRAVEL EXPENSES	DOWN 5.1 %	%	UP 2.4 %	%

MEAL ANALYSIS				
Average Number Per Traveler Month	DOWN 2.8 %	%	UP 0.6 %	%
Average Cost Per Meal -	DOWN 1.6 %	%	DOWN 2.6 %	%
LODGING ANALYSIS				
Average Number Per Traveler Month	DOWN 10.3 %	%	DOWN 2.8 %	%
Average Cost Per Night -	DOWN 3.8 %	%	UP 7.5 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

B7400-1

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Expenses
US Pharmaceutical

AVERAGE $ PER TRAVELER MONTH

	Current Month	Your Company Costs	Year To Date	Your Company Costs
PERIOD COVERED	NOVEMBER 1984		NOVEMBER 1984	
EXPENSES				
Meals	$ 64.22	$	$ 69.75	$
Lodging	74.09		79.20	
Public Transportation	59.00		69.61	
Car Rental	6.67		7.78	
Telephone & Telegraph	50.11		50.90	
Postage & Supplies	11.86		12.83	
Entertainment	38.31		39.00	
Miscellaneous	59.13		57.69	
TOTAL TRAVEL EXPENSES	$ 363.39	$	$ 386.76	$
MEAL ANALYSIS				
Average Number Per Traveler Month	7.7		8.1	
Average Cost Per Meal -	$ 8.34	$	$ 8.56	$
LODGING ANALYSIS				
Average Number Per Traveler Month	1.6		1.7	
Average Cost Per Night -	$ 45.96	$	$ 45.76	$

1/85

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031

ExpenseCheck Trendlines

Figures compiled from the ExpenseCheck data base of business travelers.

Business Travel Trends
US Pharmaceutical

	Current Month	Your Trendline	Year To Date	Your Trendline
PERIOD COVERED	11/84 vs 10/84		11/84 vs 12/83	
EXPENSES Meals	UP 3.8 %	%	DOWN 0.8 %	%
Lodging	UP 1.9		DOWN 1.5	
Public Transportation	UP 8.4		DOWN 7.9	
Car Rental	DOWN 10.2		DOWN 16.0	
Telephone & Telegraph	UP 4.5		DOWN 4.0	
Postage & Supplies	DOWN 7.3		DOWN 9.4	
Entertainment	DOWN 0.6		DOWN 20.6	
Miscellaneous	UP 4.0		UP 11.8	
TOTAL TRAVEL EXPENSES	UP 3.1 %	%	DOWN 4.1 %	%

MEAL ANALYSIS Average Number Per Traveler Month	UP 2.7 %	%	DOWN 4.7 %	%
Average Cost Per Meal -	UP 1.6 %	%	UP 4.1 %	%
LODGING ANALYSIS Average Number Per Traveler Month	NO CHANGE %	%	DOWN 10.5 %	%
Average Cost Per Night -	UP 0.2 %	%	UP 7.0 %	%

Travel Expense Management Systems
11333 McCormick Road
Hunt Valley, MD 21031